

# Scenic City Medical Equipment

## 423-847-1202

### **Wheelchair(manual) Patient Instructions**

#### **FOLDING AND UNFOLDING WHEELCHAIR**

To fold, lift up under the center edge of the seat upholstery. To unfold, tilt the chair slightly to one side to raise the wheels on the opposite side off the floor, then press down on one or both seat rails.

#### **APPLYING THE WHEEL LOCKS**

Push forward on the lock tips until the locks snap into the locked position. Do not attempt to enter or exit the wheelchair without the wheel locks engaged.

#### **FOLDING THE FOOTPLATES UP**

If the footplates are equipped with heel loops, these must be first be pulled forward over the rear of the footplates. The footplates themselves can then be folded up into a vertical position by lifting up on the inside edges of the footplates.

#### **RELEASING AND SWING AWAY THE FRONT RIGGINGS**

Whether the wheelchair is equipped with standard footrest or elevating leg rest, this procedure permits the user to make closer approaches for easier, safer transfers to beds, toilets, automobiles, etc. Simply activate the release mechanism and swing the front rigging around to the side of the wheelchair. While in this swing away position, the front rigging can also be removed from the chair entirely, by lifting it off. This removal will make lifting the chair or loading into a car much easier.

- From the swing away position the front rigging can be returned to the standard position by swinging it back to the front of the wheelchair. It will lock automatically in the forward position.
- If the front rigging has been removed from the chair, replace it in the swing away position, and then swing it back to the standard front position when required.

#### **REMOVING AND REPLACING DETACHABLE ARMS**

This feature permits lateral or sliding transfers to and from the side of the wheelchair, for those patients who are unable to stand briefly to transfer. Release the arm lock on the front receiver socket and lift the arm from the center to avoid binding. To replace the arm, reverse the procedure.

- Reversing the arms without swapping sides will narrow the distance between the arms and could result in an accident.

#### **IMPORTANT POINTS TO REMEMBER**

- Engage both wheelchair brakes before transferring to or from the chair.

- Check the hand grips and the rubber tips on the brake levers to ensure that they are tight and secure.
- Check the locks for proper adjustment to confirm that they lock the large wheels securely when engaged.
- Look over all nuts, bolts, and attaching hardware for proper tightness.
- Check for proper footrest length adjustment.
- If any unsafe conditions are found please discontinue use of the wheelchair and call our office during normal business hours, Monday – Friday.
- Do not lean forward in the wheelchair unless both feet are flat on the floor. This is particularly important for patients with heavy leg casts using elevating leg rest.